

Sample Standard Email Notification of Ethics Clearance

To: Responsible IC ethics office, HR Specialist

Subject: Notification of Ethics Clearance

The candidate named below has received a final ethics clearance from the Office of General Council, Ethics Division. He/she may enter on duty.

NAME:

POSITION:

Reminder to IC ethics staff:

- Follow-up on required actions to implement the terms of any ethics agreement and inform OGC/ED in writing when its terms have been satisfied.
- Certify the final SF-278 after the candidate enters on duty (if a new filer) and send OGC/ED a copy.

NIH Ethics Office, 2/8/05 (T.M.)